

Chelmondiston Parish Council

Chairman: Cllr David Cordle

Parish Clerk: Mrs Jill Davis e-mail: clerk@chelmondistonpc.info or Tel: 01473 780159

A Virtual Zoom Meeting of **CHELMONDISTON PARISH COUNCIL** will be held REMOTELY on **Tuesday the 3rd of NOVEMBER at 7.30pm**. All Parish Councillors are summoned to attend, and all parishioners are welcome to join.

Password: 377542

I.D: 847 7200 5002

AGENDA

The Council, members of the public and the press may record/film/photograph or broadcast this meeting when the public and the press is not lawfully excluded. This does not extend to live verbal commentary. Any member of the public who attends a meeting and objects to being filmed should advise the Parish Clerk who will instruct that they are not included in the filming

1. **Welcome by the Chairman:**
2. **Apologies for absence:** to receive and note apologies
3. **Dispensations:** to consider requests and **Declarations of Interest** to receive Pecuniary and Non-Pecuniary Interests from Cllrs on items to be considered at this meeting.
4. **To approve the minutes of the Parish Council Meeting held on the 6th of OCTOBER 2020:**
5. **Public Participation Session:** for the public to talk to Cllrs about items only on the agenda
6. **Reports:** to receive reports
 - 6.a County Councillor Report
 - 6.b District Councillor Report
7. **Clerk's Report:** Items received after publication of the agenda or for items needing discussion
8. **Correspondence Report:** Items received after the publication of the agenda or for items needing discussion
9. **Reports From: Committees/Representatives of other Committees/Groups/Meetings:** to receive **reports and proposals/requests and considerations** and agree any actions needed:
 - 9.a Planning Committee
 - 9.b Village Hall
 - 9.c Playing Field
 - 9.d Village Amenities
 - 9.e Pin Mill Multi-Agency
 - 9.f Climate and Ecological Emergency Working Party:
10. **Recycle Centre:** to inform
 - 10.a To update the members with the Financial Information for October 2020
 - 10.b For members to consider requesting for the Health and Safety Risk Assessment to be conducted.
11. **Dinghy Park/Pin Mill:**

To update the members when necessary
12. **Neighbourhood Plan:**
 12. a Cllr Ward to update the members when necessary
 - 12.b For members to consider the refund to Groundwork UK – Underspent on the Neighbourhood Plan Grant £98.00
 - 12.c To update the members that a £1,188.00 Grant will be available for the Neighbourhood Plan
13. **Covid - 19: UPDATE**
 - 13.a For members to approve the monthly Covid – 19 expenditure £25.00
 - 13.b To update the members with the Covid – 19 Grant Information
 - 13.c To inform members of the Covid – 19 spend to date
14. **Finance and Administration:**
 - 14.a To update the members in relation to the Jubilee Benches
 - 14.b To update the members with the September 2020 Bank statements
 - 14.c To update the members with the monthly financial information for October 2020
 - 14.d To update members with the car park works – second phase
 - 14.e To update the members with the Annual Tree Survey Report
 - 14.f For members to consider extra seating (Memorial Benches) at Pin Mill
 - 14.g For members to consider the meeting dates for 2021 -2022
 - 14.h To update members in relation to the Finance Advisory Group Meeting (27/10/2020)
 - 14.i To inform members of the final CIL Funds received for the 7 dwellings Shotley Road has been received
 - 14.j For Members to consider the Financial Assistance to the Church Legal Topic Note
 - 14.k To inform members (due to the low numbers of members) that for the Council to be quorate for a meeting, the minimum is 4 councillors.

- 14.l To inform the members (due to the low numbers) for the Planning Committee to be quorate for a meeting, the minimum is 3 councillors.
- 14.m To inform members that the ICO Data Protection Charge £35.00 will be paid by direct debit on or behalf the 06/12/2020
- 14.n For members to consider an extra Insurance Payment of £28.00 (per annum) for further Fidelity Insurance.
- 14.o For members to consider a Neighbourhood CIL Policy
- 14.p For members to consider a Neighbourhood CIL Application Form
- 14.q To inform members that FROM December 2021 Maytrees IT Services will no longer providing a service agreement
- 14.r For members to consider Registering Quiet Lanes in the parish.
- 14.s To inform members that the annual car park hedge cut will be completed in November

15. Remembrance Sunday 2020:

- 15.a To inform members that the Act of Remembrance Service will be held around the war grave in the churchyard at 10.50am (organised by the church)
- 15.b To inform he members that Cllr Keeble will lay the wreath from the Parish Council at the War Memorial (No public in attendance due to Social Distancing)

16. Footpath Matters:

- 16.a To inform members that all the finger posts identified from the monitoring group have been logged
- 16.b For members to consider requesting the parish clerk contacting landowners re footpath/fly tipping issues.

17. GDPR Matters:

For members to consider approving the reviews of GDPR Polices A-I

18. Payments to Consider: October 2020 Payments

A 002308	SA Meacock	Monthly Garden Services	£208.00		£208.00
B 002309	Peninsula Tree Services	Tree Survey 2020	£75.00		£75.00
C 002310	SALC	Payroll Service	£48.00	£9.60	£57.60
D 002311	Jill Davis	October Salary 2020	£1176.08		£1176.08
E 002312	Poppy Appeal	Wreath Payment	£40.00		£40.00
F 002313	PJ Mann	War Memorial Gardening	£43.72		£43.72
G 002314	Jill Davis	Covid – 19 Expenses	£25.00		£25.00
H 002315	Jill Davis	Expenses – October 2020	£135.27	£20.23	£155.50
TOTAL:			£1751.07	£29.83	£1780.90

19.

The Next Parish Council Meeting:
The next meeting of the Parish Council:
Tuesday 1st of December 2020 at 7.30pm Held Remotely.

20.

Temporary exclusion of press and public: That pursuant to the Public Bodies (Admission at meetings) Act 1960 the Public and Press be excluded from the meeting due to the confidential nature of the business to be discussed

21.

Employment Matters:

19. To inform members of agreeing to support another parish on a temporary basis

Jill Davis Parish Clerk

Dated: 29/10/2020